Position Opening

POSITION: Ecological Data Curator
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: $19.00 - $29.00 per hour
DEPARTMENT: North State Planning and Development Collective
LOCATION: California Department of Fish and Wildlife (CDFW) office, Sacramento, CA. This position will be hybrid telecommuting and office at least 1x/week; Candidate must be a California resident at the start of the position.

RECRUITMENT ID: 189
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Working closely with Vegetation Ecologists and GIS Analysts in a group setting, the incumbent works on various projects supporting the classification and mapping of California’s vegetation. Using ecological knowledge, appropriate sources, and interpretation of the data, the incumbent will update vegetation community rarity ranks, write alliance and association descriptions, and make other content updates to the Manual of California Vegetation. Duties include utilizing existing GIS data to perform spatial analysis to determine range extent and distribution of natural communities; assisting with rarity ranking of vegetation types using the NatureServe ranking calculator, performing literature searches on vegetation types and summarizing findings; and updating standardized databases. Utilizing GIS and data management skills, the incumbent will prepare datasets to be used in spatial analyses including sample allocations; induct varied vegetation surveys into an existing database and GIS layer; and prepare vegetation datasets for publication on CDFW’s web mapping application, BIOS. Other duties may include field work following standardized field data collection protocols, vegetation data entry and quality checking, assisting in preparing reports for publication, distributing program data, and other duties as assigned.

EMPLOYMENT STANDARDS: Bachelor of Science in biology, environmental science, geology, geography or related field preferred. Experience working with biological datasets and knowledge of California flora and California plant communities is required. Enrollment in or completion of a Certificate or Degree program in GIS or substantial experience in GIS desired but not required.

Required knowledge, skills, and abilities include:
• Experience using MS Access or other database/spreadsheet software including writing queries and macros
• Experience using ArcGIS Pro or similar GIS software to manipulate data and perform basic analyses
• Strong organizational skills and attention to detail
• Ability to communicate clearly, both verbally and in writing
• Ability to function cooperatively and productively as a member of a unit
• Ability to prioritize tasks and to solve problems while communicating issues and asking for clarification
• Ability to work at a computer for extended periods of time
• Willingness and ability to learn new technologies quickly

**BENEFITS:**
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**
To be considered, submit the following documents by **August 21st 2024.** Documents submitted after this date may not be considered.

- Resume

**BY DROP BOX:** [https://csuchico.app.box.com/f/db69288dc4d34f2c93843dbf419c3348](https://csuchico.app.box.com/f/db69288dc4d34f2c93843dbf419c3348)
**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.